

## **WELCOME TO AMES LABORATORY**

Ames Laboratory, a Department of Energy national research laboratory operated by Iowa State University, seeks solutions to energy-related problems through the exploration of chemical, engineering, materials, mathematical and physical sciences. Established in the 1940s with the successful development of the most efficient process to produce high purity uranium metal for atomic research, Ames Laboratory now pursues much broader priorities than the materials research for which it has gained international recognition. Responding to issues of national concern, Laboratory scientists are actively involved in environmental research, high-speed computer design, material synthesis and processing, innovative science education programs, the development of applied technologies and the quick transfer of such technologies to industry. Uniquely integrated within a university environment, the Laboratory's atmosphere stimulates creative thought and encourages scientific discovery, providing solutions to complex problems and educating tomorrow's scientific talent.

## **DIRECTOR'S STATEMENT**

Ames Laboratory enjoys an "open-door" policy that is consistent with our close interaction with Iowa State University. In order for this policy to continue, visitors to Ames Laboratory must comply with the Laboratory's safety and security policies and procedures. By entering the Ames Laboratory facility, visitors agree to abide by our policies and procedures and to help ensure that everyone visiting or working at the Laboratory has a safe and secure work environment. The information in this guide will help visitors understand and comply with Ames Laboratory's policies and procedures.

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*Director*

## **VISITOR RIGHTS**

As an Ames Laboratory visitor, you have the right to know the potential hazards associated with the areas you will visit and the measures taken to protect you from those hazards. Your host will provide you with this information. If you believe that the area you are visiting is unsafe, immediately report your concerns to your host or to the Environment, Safety, Health and Assurance Office, G40 TASF at 294-2153.

## **VISITOR RESPONSIBILITIES**

Ames Laboratory visitors have safety and security responsibilities similar to those of employees. These responsibilities include:

- ❖ Support the Laboratory's Integrated Safety Management System.
- ❖ Conduct only those activities approved by your host.
- ❖ Use Ames Laboratory facilities, equipment and tools exclusively for their designed purpose and only with the knowledge and approval of your host.
- ❖ Observe all requirements, procedures, instructions, signs, posters and warning signals.
- ❖ Be aware of emergency policies and procedures.
- ❖ Report accidents, near-accidents, unusual occurrences, unsafe conditions and potential hazards.
- ❖ Follow established Department of Energy and Ames Laboratory regulations regarding the discussion of proprietary information.
- ❖ If you have a medical condition that causes you concern, consult with your physician or with Ames Laboratory's Occupational Medicine staff prior to your visit or entry into potentially hazardous areas.
- ❖ Ames Laboratory maintains a drug-free workplace. Inform your host if you must bring prescription or over-the-counter drugs into the Ames Laboratory that could affect your safe use of machinery/equipment or your safe participation in potentially hazardous activities. For further guidance, refer to the Ames Laboratory Workplace Substance Abuse Program and Policy.
- ❖ If you are injured or become ill during your visit, notify your host and you will receive prompt treatment. Medical insurance and workers' compensation coverage are your responsibility and that of your employer.

## **WHO IS A LABORATORY VISITOR?**

With the exception of employees and associates who have received General Employee Training, all persons entering Ames Laboratory are considered visitors. Visitors are the responsibility of the host employee or associate and should be accompanied at all times until activity/area specific training has been received. Visitors on site for more than five working days must have their training requirements reviewed by the Environment, Safety, Health and Assurance Office. Visitors less than 18 years of age must be supervised at all times.

When escorted by an employee or associate, some visitors may be excluded from additional training requirements. Examples include:

- ❖ Personal visitors - for office visits only
- ❖ Official tours - for office tours only
- ❖ Visiting scientific professionals - for office visits only
- ❖ Consultants - for office visits only
- ❖ Vendors - sales/repair/service - for office visits only

Visitors who are not U.S. citizens must complete (or have their host complete for them) the Ames Laboratory Foreign National Visit or Assignment Form (AL 473-S) in advance of their visit. These forms may be obtained from Human Resources, 105 TASF.

## **WHO NEEDS ADDITIONAL TRAINING?**

Additional activity/area specific training is required for:

- ❖ Personal visitors - to enter labs/shops
- ❖ Official tours - to enter labs/shops
- ❖ Visiting scientific professional - to enter labs/shops
- ❖ Consultants - to enter labs/shops
- ❖ Vendors - sales/repair/service - to enter labs/shops
- ❖ Subcontractors - to enter labs/shops/construction areas

Note: Training requirements for those persons working under contract with Ames Laboratory are normally specified in the contract and may override the training requirements listed above.

The Environment, Safety, Health and Assurance Office, 125 Spedding administers the Laboratory's General

Employee Training Program. Activity/area specific training is provided by Group/Section leaders for those working in or visiting labs or shops.

## **ENVIRONMENT, SAFETY AND HEALTH**

It is the policy of the Ames Laboratory to integrate safety into management and work practices at all levels so that the Laboratory's mission is accomplished while protecting workers, the public, and the environment. This objective is fulfilled through a system of programs, policies, procedures, and practices based on the Guiding Principles and Core Functions of Integrated Safety Management. Work activities are subject to the Laboratory's safety requirements with a degree of rigor appropriate to address the hazards and risks involved.

Certain activities may require the use of personal protective apparel or equipment. Visitors should be alert to signs specifying areas where these items are required. It is also important to follow all instructions, signs, tags and barriers regarding hazards, hazardous areas and hazardous materials in Ames Laboratory. Your host or the supervisor of the area where you are visiting will arrange for any required protective apparel or equipment.

Safety showers and eyewash facilities are placed throughout the Lab. These are easily identified by green and white signs and yellow circles on the floor.

Construction areas should be avoided unless you are authorized to work in those areas. Your host will assist you in acquiring the personal protective apparel and equipment required to enter a construction site.

All visitors entering radiological controlled areas must receive a radiological safety orientation. In accordance with Iowa State University policy, no smoking is allowed in Laboratory or campus buildings.

## **EMERGENCY INFORMATION**

A fire emergency is announced by horns and strobes, which are located within all Ames Laboratory buildings (Spedding, Wilhelm, Metals Development, TASF and the service buildings). Horns are also used as fire alarms in Iowa State University buildings rented by Ames Laboratory (Office and Laboratory, Physics and Gilman). Emergency exit routes are posted in each lab, office and shop. Should an alarm sound, visitors should follow their host's instructions and immediately evacuate the building.

Instructions for other emergencies such as tornado warnings and spills are announced over the Ames Lab public address system.

Should a medical emergency occur, medical assistance may be obtained through Occupational Medicine in room G11 TASF. The Mary Greeley Hospital Emergency Room is also available if necessary or when medical assistance is required outside normal business hours.

### **FOR ALL EMERGENCIES CALL: 911**

When calling give your name, location, and extent of emergency.

Please direct any questions you may have to your Ames Laboratory host or to the offices listed below.

## **ENVIRONMENT, SAFETY, HEALTH & ASSURANCE**

G40 TASF 4-2153

## **ESH&A (TRAINING & RECORDS MANAGEMENT)**

125 SPEDDING HALL 4-9972

## **OCCUPATIONAL MEDICINE**

G11 TASF 4-2056

## **OFFICE OF PUBLIC AFFAIRS AND INFORMATION**

111 TASF 4-9557

## **PLANT PROTECTION SECTION**

G34 TASF 4-3483

## **CHICAGO OPERATIONS OFFICE**

(800) 701-9966

## **D.O.E ENVIRONMENTAL**

HOTLINE

(800) 541-1625

## **D.O.E INSPECTOR**

GENERAL HOTLINE

(202) 586-4073

*Ames Laboratory is operated for the Department of Energy under contract number W-7405-Eng-82 and is a member of ISU's Institute for Physical Research and Technology federation.*